

CANYONS SCHOOL DISTRICT  
LIBRARY MEDIA-DISCARDED BOOKS

School: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Licensed Media Specialist's Signature: \_\_\_\_\_

Grade level of books: \_\_\_\_\_ Condition of books: \_\_\_\_\_

Contact Person at School: \_\_\_\_\_

Location where books are stored. Room #: \_\_\_\_\_

Total Number of Boxes: \_\_\_\_\_ Total Number of items: \_\_\_\_\_

The library media specialist will be responsible for “weeding” the library media collection based on the condition of the materials – worn out, damaged, outdated, does not meet curriculum needs, etc. The process will include removing the item from the circulation inventory. Books must be packed in sturdy boxes and labeled with the school name, appropriate grades of the materials (K-6, 7-9, or 10-12), and the total number of books in each box.

**Note: Surplus media equipment must be submitted on the Fixed Asset Form #5107243, available from Central Warehouse.**



In order to maintain a current base of resources in a library media center, it is necessary to “weed” a library collection when materials become worn out, out-dated, or fail to meet curriculum needs. The following guidelines should be followed to appropriately discard library media books and materials.

- ✓ The licensed, library media specialist are responsible for “weeding” the library media collection based on the condition of the materials-worn out, damaged, out-dated, or fail to meet curriculum needs. The process includes removing the items from the circulation inventory.
- ✓ The discarded materials will be offered to teachers in the school for classroom and school use only.
- ✓ Materials not wanted by the teachers in the school will be boxed and labeled with the school name, appropriate grades of the materials (K-6, 7-9, or 10-12).
- ✓ The school media specialist (secondary)/school media assistant (elementary) will submit to **Stacey Banks in Purchasing (801-501-1068)** the **Library Discarded Books** form including information on the available discarded books and materials, including the school name, appropriate grades of the materials (K-6, 7-9, 10-12), and the total number of items being discard.
- ✓ The Purchasing Department will dispose of the media books and materials in an appropriate manner.